

ADMINISTRATIVE - INTERNAL USE ONLY

77-2393

DD/A Registry

File *Project*

DD/A Registry

77-4230

19 JUL 1977

25X1A

MEMORANDUM FOR: Deputy Director for Administration

VIA: Director of Personnel

FROM: Robert W. Gambino
Director of Security

SUBJECT: [REDACTED] Escort Program

STATINTL

REFERENCE: HN 20-657, dtd 14 Mar 75

STATINTL

1. Action Requested: Approve the employment of intermittent [REDACTED] employees up to 1,900 hours per employment year.

2. Background: Two outside contractors working on Headquarters construction projects recently made claims which totaled \$40,413 and were based on the Agency's inability to provide security escorts to meet proposed work schedules. We have been advised that these claims were settled by the General Services Administration for \$28,583.

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A significant portion of our problem in providing [REDACTED] escort services stems from the difficulty in recruiting and retaining sufficient numbers of [REDACTED] employees. Because of continuing ceiling limitations, the Program has been supplemented by employees hired under one year non-renewable contracts and by intermittent employees. The numbers we have been able to hire and retain in these categories have continually been insufficient to meet expanding requirements for escorts.

The present 1,560-hour limitation on intermittent employment presents two major difficulties:

a. The Office of Personnel reports that in interviewing prospective employees the need to limit employment to 30 hours per week discourages many applicants. It is believed that expanding this offer to 37 hours per week would measurably aid the recruitment effort.

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b. As one year non-renewable contracts expire, many employees who must subsequently be limited to 30 hours per week choose instead to seek other employment. If we could offer as many as 37 hours per week we believe that many of these experienced employees could be retained in the Program.

STATINTL

3. Staff Position: There are at present 30 intermittent [REDACTED] employees. Six of these have already announced that they will be terminating their employment by September 1977. Two others are former full-time employees who now have outside jobs at night and can work for us only during the day. One other is now on LWOP because he has already reached the current 1,560-hour limitation. By September, only the remaining 21 intermittent employees will be available to meet all requirements outside normal working hours. That number is clearly inadequate.

STATINTL

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4. Recommendation: In order to assist in the recruitment and retention of [REDACTED] employees, it is recommended that you approve an exception to paragraph 3 of [REDACTED] thereby permitting intermittent [REDACTED] employees to work a maximum of 1,900 hours per employment year. STATINTL

STATINTL

[REDACTED]
Robert W. Gambino

STATINTL

APPROVED

Acting Deputy Director for Administration

DISAPPROVED:

Deputy Director for Administration

DATE: 26 JUL 1977

Distribution:

- Orig - Return to D/Security
- 2 - DD/A Chrono Subject
- 1 - D/Personnel

*
A 35-hr wk or 1820 hrs per employment year is approved for reasons outlined by D/Per in the attached briefings.

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Acting DDA Comment: "A 35-hour wk or 1820 hrs per employment year is approved for reasons outlined by D/Per in the attached briefings."

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

F. W. M. Janney
Director of Personnel
5E-58, Hqs

EXTENSION

7427

NO.

DATE

25 JUL 1977

TO: (Officer designation, room number, and building)

EO/DDA 1/25

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

A/DDA

26 JUL 1977

67

2.

3.

STATINTL

4.

STATINTL

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15.

The following comments are offered in your considering the attached request from the Director of Security to increase the 1,560 hour limit for intermittent employees under Project [REDACTED] to 1900 hours:

a. It is true that OP has had difficulty in recruiting sufficient numbers of candidates to place into process for the [REDACTED] Program and one of the factors is the present 30 hours a week or 1,560 hours employment year limitation. Being able to offer additional hours will, I believe, assist in the recruitment effort for this particular program.

b. Within the past few days, we have placed ads in certain local newspapers such as the Fairfax Journal and the Alexandria Gazette for this specific program. In addition, a recruiter is visiting the local colleges and universities to list this employment with the placement officers.

c. Raising the ceiling to 1900 hours (or approximately 37 hours per week) might cause some scrutiny by OMB since that would be getting close to full-time employment. A 35-hour week or 1820 hours per employment year might be more defensible and palatable.

STATINTL

F. W. M. Janney

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OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	EO/DDA	7/25	28
2			
3	A/DDA	26 JUL 1977	by
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks:			
Agree with Fred that 37 hrs/week is perilously close to full time & we could be blasted for playing games. Maybe 35 hrs/week is better.			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
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